

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
FEBRUARY 17 – 21, 2014**

MONDAY, FEBRUARY 17, 2014

*3:00 pm	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
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TUESDAY, FEBRUARY 18, 2014

*12:00 pm	Nicolet Federated Library System Board of Directors	Lower Level, Central Library 515 Pine Street
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*4:30 pm	Aging & Disability Resource Center – Nominations and HR Committee	ADRC 300 S. Adams Street
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*5:00 pm	Veterans Recognition Subcommittee	Room 201, Northern Building 305 E. Walnut Street
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WEDNESDAY, FEBRUARY 19, 2014

*7:00 pm	BOARD OF SUPERVISORS	Legislative Room 203 100 N. Jefferson Street
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THURSDAY, FEBRUARY 20, 2014

*5:15 pm	Library Board	Central Library 515 Pine Street
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FRIDAY, FEBRUARY 21, 2014
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, February 17, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 16, 2013 meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from HUD dated January 10, 2014, regarding award of Federal FY 2013 Family Self Sufficiency Coordinator funding.
3. Letter from HUD dated January 28, 2014, regarding preparing for the HCV Program in 2014.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

5. Authorization to award auditing contract to Schenck for 2013 rate of \$8,025 and 2014 rate of \$8,250 with options for three 1-year renewals.
6. Review and approval of Resolution No. 14-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2013.

INFORMATIONAL:

7. Preliminary unaudited financials.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

8. Date of next meeting: March 17, 2014.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, February 18, 2014 at 12 Noon**, at the Brown County Central Library Lower Level Meeting Room, 515 Pine St, Green Bay, WI 54301.

AGENDA

1. Welcome & lunch.
2. Agenda Revisions.
3. Open Forum.
4. December 3, 2013 minutes.
5. Reports:
 - 5.1 President – Cheryl Maxwell
 - 5.1 a. Appoint Personnel Committee for 2014
 - 5.2 Treasurer's Report– Sandy Ryczkowski
 - 5.3 Personnel Committee – Miriam Erickson
 - 5.4 Director's Report – Mark Merrifield
6. Election of Officers – 2014
 - Treasurer, 1 year term
 - Secretary, 1 year term
 - Member-at-Large, 1 year term
7. OWLSnet Annual Report – Walter Burkhalter and Gerri Moeller.
8. Review and approve NFLS 2014-2016 Technology Plan.
9. Approve member library collection development grants.
10. Review and approve the NFLS 2013 State Annual Report.
11. **CLOSED SESSION** - Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
12. Reconvene in open session pursuant to WI Statutes Section 19.85 (2).
13. Possible action from closed session.
14. New Business.
15. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.

Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:

Board Minutes 12/3/2013

Rev & Exp: Nov

Director's Report

NFLS 2014-2016 Technology Plan

NFLS 2013 Annual Report

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY

Nominations and Human Resource Committee

**Tuesday, February 18' 2014, at 4:30 p.m.
ADRC of Brown County 300 S. Adams Green Bay WI**

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Adoption of Agenda	Yes	Yes
3. Approval of the minutes: December 10th, 2013	Yes	Yes
4. Proposed Slate of Officers a. Chairperson –Tom Diedrick b. Vice-Chairperson –Keith Pamperin c. Secretary-Pat Hickey d. Treasurer -Beth Relich		Yes
5. Position Requests and Job Descriptions a. Prevention Assistant b. I & A Team Lead c. Maintenance Assistant	Yes	Yes
6. Search for New Board Members for 2015		
7. Adjourn Meeting		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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Brown County



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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1513**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, February 18, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of January 21, 2014.
5. Air Force Band of Mid America performance, Sunday April 13/Green Bay West High School.
6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.
7. Discussion re: Providing information to Museum for World War I exhibit.
8. Report from CVSO Jerry Polus.
9. Comments from Carl Soderburg.
10. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
11. Such Other Matters as Authorized by Law.
12. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

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E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, February 19, 2014 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

**** Presentations ****

Commendation Honoring Treasurer Kerry M. Blaney

Homelessness Update and Working Towards a Ten-Year Plan

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of January 15, 2014**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
 - a) Late Communications.
6. **Appointments:**
County Executive:
 - a) Appointment/Confirmation of Brent Miller as Human Resources Manager.
 - b) Reappointment of Joe Van Deurzen and appointment of Susan Paulus-Smith to the Board of Health.
 - c) Appointment of Patrick Austin and Francine Roberg to the Land Information Office Board.

7. **Reports by:**
- a) County Executive.
 - b) Board Chairman.
8. **Other Reports:**
- a) Treasurer's Financial Report for the Month of November, 2013.
9. **Standing Committee Reports:**
- a) Report of Administration Committee of January 23, 2014.
 - b) Report of Education & Recreation Committee of February 6, 2014.
 - c) Report of Executive Committee of February 10, 2014.
 - d) Report of Human Services Committee of January 22, 2014.
 - e) Report of Planning, Development & Transportation Committee of January 27, 2014.
 - i) Report of Land Conservation Subcommittee of January 27, 2014.
 - f) Report of Public Safety Committee of February 5, 2014.
10. **Resolutions & Ordinances:**
- Education and Recreation Committee**
- a) Resolution Requesting Approval for Brown County to Accept Donation Conveyance of Real Estate Parcel Number VH-847 for the Benefit of the Brown County Park Department's Barkhausen Waterfowl Preserve. *Motion at Ed & Rec: To approve.*
- Executive Committee**
- b) Resolution re: Authority to Execute a 2012-2014 Labor Agreement with the Brown County Sheriff's Department Non-Supervisory Employees. *Motion at Exec under Closed Session: To draft a Resolution Regarding Authority to Execute a 2012-2014 Labor Agreement with the Brown County Sheriff's Department Non-Supervisory Employees and hold until February County Board meeting.*
- Executive Committee and Human Services Committee**
- c) Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. *Motion at Hum Services: Receive and place on file; This item was struck from the Executive Committee agenda.*
- Human Services Committee**
- d) Resolution re: On helping families move from homelessness to self-sufficiency. *Motion at Human Services: Hold for one month.*
- Planning, Development & Transportation Committee**
- e) Resolution re: Approving the Cemetery Plat Titled North Pittsfield Cemetery Replat. *Motion at PD&T: To approve the Cemetery Plat titled North Pittsfield Cemetery Replat.*
 - f) Ordinance to Amend Chapter 23, Table of Contents (General Provisions and Nonconforming uses Sections) and Sections 23.05, 23.06 (1), 23.07 (1), (2) and (3), 23.08 (1) and (2), 23.09, 23.12 (1), 23.17 (1), (2) and (3), 23.18, 23.19, 23.20 (3) (5) (6) (7), (11) and (12), 23.23, 23.24 (1), (2) and (4), 23.27, 23.28 (1), (2), (3), (4), (5), (7) (8) and (9), 23.29, 23.30, 23.31 (1) and (2), 23.32 (1), (2) and (3), 23.33 (2) and (3), 23.34 (1), (2) and (3), 23.35 (1), (2), (3) and (4), 23.37, (1), (2), (3), (4), (5) and (6), 23.38 (1), (3), (4), (5) and (6), 23.40 (1), (2), (3) and (4), 23.42, 23.43 (1), (2) and (3), 23.44 (3), Amendments, 23.45 (1), (2), (3), (4), (5) and (6), 23.46 (3) and (4), 23.47, 23.48, and Appendix, and shall create Sections 23.16, 23.441, of the Brown County Code entitled, "Floodplains". *Motion at PD&T: To approve.*
 - g) Revised Resolution Authorizing the sale of Bay Port Property owned by Brown County to Northeast Asphalt, Inc. and its subsidiary, Bay Port Holdings, LLC – Request for Approval. *Motion at PD&T: To approve.*

- h) Resolution Authorizing County Trunk Highway Jurisdictional Revisions on CTH G (Fernando Drive) and W. Main Avenue, in the Village of Ashwaubenon, Brown County. *Motion at PD&T: To approve.*
- i) Resolution Authorizing County Trunk Highway Jurisdictional Revisions on STH 96, CTH MW, and CTH D, in the Village of Wrightstown, Brown County. *Motion at PD&T: To approve.*
- j) Resolution Authorizing County Trunk Highway Jurisdictional Revisions on CTH EA and S. Huron Road, in the Village of Bellevue, Brown County. *Motion at PD&T: To approve.*

Executive Committee Closed Session

Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 11. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.
- 12. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract.
- 13. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract.
- 14. Discussion and possible action on labor negotiations regarding the Sanitarians contract.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above numbers 1 thru 4, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
- b) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. Wis. Stat § 19.85 (1)(g)

Reconvene in Open Session:

- 11. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.
- 12. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract.
- 13. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract
- 14. Discussion and possible action on labor negotiations regarding the Sanitarians contract.

Planning, Development & Transportation Closed Session:

- 15. Discussion and possible action on strategies and negotiating of new lease agreements at the airport.
 - a) Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)

Reconvene in Open Session:

- b) Discussion and possible action on negotiating new lease agreements with tenants at the airport.

16. Such other matters as authorized by law.
17. Bills over \$5,000 for period ending January 31, 2014.
18. Closing Roll Call.
19. Adjournment to Wednesday, March 19, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-5810
FAX (920) 448-4364

Stainbrook_LM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, February 20, 2014

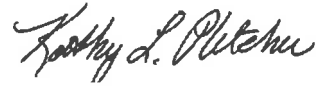
5:15 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Presentation from Work Rules Committee of Classification Plan (20 minutes)
5. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Facilities Report
6. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
7. Old Business (5 minutes)
8. Personnel (10 minutes)
 - a. Approve Change in Table of Organization
 - b. Approve Out-of-State Travel: Public Library Association Conference, Indianapolis, IN
9. President's Report (5 minutes)
10. Director's Report – questions/clarifications (5 minutes)
11. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance evaluation of director
12. Approve any action that may have been recommended in Executive Session (5 minutes)
13. Such Other Matters as are Authorized by Law (5 minutes)
14. Meeting Summary/Next Meeting Planning (2 minutes)

15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

A handwritten signature in black ink, reading "Kathy L. Pletcher". The signature is written in a cursive style with a large, stylized "K" and "P".

**Kathy L. Pletcher
President**

Next Meeting:

Thursday, March 20, 2014


5:15 p.m.

Central Library

515 Pine Street


FEBRUARY 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm	6 Ed & Rec 5:30 pm	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14 	15
16	17	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Svc 6:00 pm	27 Administration Cmte 5:00 pm	28	



MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30pm	6 Ed & Rec 5:30pm Criminal Justice Coordinating Board 8am	7	8
9	10 Exec Cmte 5:30 pm	11	12	13	14	15
16	17  St. Patrick's Day	18 Veterans Recognition Subcmte 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Services 6:00 pm	27 Administration Cmte 5:00 pm	28	29
30	31					

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (December 16, 2013)
- Human Services Board (February 13, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 16, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Ann Hartman—Vice Chair, Corday Goddard, Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Pat Leifker, Nicole Tiedt, Yvette Tice, and Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the November 20, 2013 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
P. Leifker reported that Integrated Community Solutions had collected 95 preliminary applications in November.
 - B. Unit Count
It was stated by P. Leifker that the Unit Count for November was 2,877.
 - C. Housing Assistance Payments Expenses
P. Leifker explained that the Housing Assistance Payments Expenses were \$1,144,521 in November.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts reported that 346 inspections had been conducted in November. Of those 59.53% passed on the first evaluation, 15.61% passed on the reevaluation, and 24.86% failed the inspection.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice explained that there were 293 port-outs with an associated cost of \$229,332. In the month of November ICS was underspent by \$5,248. FSS was underspent by \$5,863.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that the FSS Program had a total of 77 clients in the month of November. For the same month, the FSS Program had 28 escrow accounts, one

graduate, and two new contracts. There were 65 homeownership clients during this period.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 19 VASH clients in the month of November, with zero added.

N. Tiedt stated that due to a positive reaction from the community towards the FSS program and the newspaper article recently published after the FSS Graduation Ceremony, an anonymous donor had provided a significant monetary Christmas gift for one of the FSS graduates.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that there were three new Langan investigations assigned in the month of November. Five previous investigations were closed, three were still active. There were 179 new applications processed, of which 176 were approved. Three applications were denied.

P. Leifker presented breakdowns of new investigations and applicants by municipality. He reported that the majority came from the City of Green Bay. Ashwaubenon represented the second largest originating municipality for new applicants.

A. Hartman inquired if the reason for this may be because Ashwaubenon has many apartments, to which M. Roberts clarified that this was correct. There are many apartments on Marvel Lane as well as on Holmgren Way.

M. Roberts directed attention to a breakdown of fail items for November. He reported that the majority were due to windows and electrical issues. A. Hartman asked if the failures of windows were due to the windows being loose. M. Roberts replied that a failure could be designated because the owner had not installed storm windows or if the windows are not opening as intended. In some cases, windows will not stay open and must be propped up.

A. Hartman inquired if the appliance failures were due to appliances not working as intended. M. Roberts clarified that a variety of issues could lead to an appliance being designated a "failure," including leaking seals and broken shelving.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and possible action on appointment of Interim Secretary/ Executive Director

The Authority thanked R. Strong for his service to the City and to the BCHA. R. Strong stated that due to the gap in leadership created by his retirement and the appointment of a new Executive Director, he was recommending R. Hallet for the role of Interim Director over the Authority until a permanent Executive Director is in place. R. Hallet inquired if the Mayor had made the decision if an Interim Director would be appointed. R. Strong stated that even if an Interim Director were appointed, R. Hallet's familiarity and knowledge of the programs and policies make her appropriate for directorial responsibilities over the Authority.

T. Diedrick expressed approval for this action and asked for a motion to appoint R. Hallet as Interim Director over the Authority until such time as a new Executive Director is in place. A. Dekeyser made the motion and seconded by A. Hartman. Motion carried.

4. Approval of Resolution #13-03 Approving Operating Budget

S. Schmutzer reported that HUD has requested that a resolution be approved for the Operating Budget. Official approval of the Resolution is required before submittal to HUD.

A. Hartman made a motion to approve Resolution #13-03 and seconded by A. Dekeyser. Motion carried.

5. Discussion and possible action on Depository Agreement with Nicolet National Bank

S. Schmutzer reported that HUD requires an agreement between the Authority and the depository.

A. Dekeyser asked what factors qualified Nicolet National Bank to act as the Authority's depository. R. Hallet explained that the decision had been made before S. Schmutzer's hire date, and that at the time the financial conditions at Nicolet National Bank were more favorable to the Authority than other financial institutions. A. Dekeyser inquired if the funds rolled up into Brown County as a whole or if it was kept separate. S. Schmutzer clarified that the BCHA is a separate entity with its own EIN number. As such, it is completely separate from Brown County.

A. Hartman made a motion to approve the Depository Agreement with Nicolet National Bank and seconded by C. Goddard.

A. Dekeyser asked how often our banking arrangements are reviewed. T. Diedrick suggested that it be reviewed on a two-to-three year basis. A. Dekeyser suggested that a biannual basis would allow the Authority to maintain a more favorable financial position with its acting depository.

C. Goddard made a motion to approve the Depository Agreement with Nicolet National Bank with biannual renewal, seconded by A. Dekeyser. Motion carried.

6. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank

S. Schmutzer explained that there are certain insurance requirements within the Authority's agreement with Nicolet National Bank. The Authority must approve an Insured Cash Sweep account in order to maintain proper FDIC insurance over deposited funds.

C. Goddard made a motion for approval of the Insured Cash Sweep account to insure the Authority's deposited funds with Nicolet National Bank, seconded by A. Hartman.

A. Dekeyser inquired if the Authority's current deposits were being insured to the level specified by the motion. S. Schmutzer explained that the Authority was changing the type of depository account to a Sweep account, which provides for the insurance. Motion carried.

INFORMATIONAL:

T. Diedrick expressed his desire for the Authority to continue meeting on the third Monday of every month. The Authority agreed to keep this meeting schedule until such time as a new Executive Director is in place.

BILLS:

T. Diedrick asked for a motion to approve the monthly bills. A. Dekeyser made the motion, seconded by A. Hartman. Motioned carried.

FINANCIAL REPORT:

A. Dekeyser inquired if the financial reports could be reconfigured to include a column which illustrated a year-over-year comparison. S. Schmutzer replied that the Quickbooks program does not allow this, but she may be able to devise a way to make it possible.

A. Dekeyser asked the negative amount of net income illustrated on the report would get reconciled at the end of the year. S. Schmutzer stated that the negative figure was partially due to the Authority overspending to utilize reserve funds.

STAFF REPORT:

A. Hartman inquired as to how long the gap between Executive Directors would be. R. Strong explained that the hiring process was in motion and a fair estimate would be March 2014; although the role could be filled sooner.

7. Date of next meeting: January 20, 2014

A motion was made by A. Dekeyser and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 3:30pm.

caa:RAH:jld

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, February 13, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Bill Clancy, Susan Hyland, Paula Laundrie

Excused: Carole Andrews, Craig Huxford, Helen Smits, JoAnn Grashberger, John Van Dyck

Also Present: Jeremy Kral, Executive Director
Nancy Fennema, Director of Community Programs
Roberta Morschauser, Hospital & Nursing Home Administrator
Tim Schmitt, Finance Manager

There was no quorum present for this meeting. No action was taken on any item.

Respectfully Submitted,

Kara Navin
Recording Secretary